



Curriculum and Instruction
Science Resource Center

SRC Equipment/Kit Checkout Request

It is the policy of the El Paso Independent School District that district property not be removed from the campus/site unless it is necessary for the performance of district activities. The conditions for the loan of district property are listed below and are hereby a part of the agreement signed for on this form.

Name: _____ Campus/Site: _____

Contact Phone#: _____

Equipment Needed (Dates) From: _____ To: _____

Justification for use of District property:

BARCODE#	DESCRIPTION	MODEL	SERIAL#

I certify that this equipment will be used for educational purposes only. I understand that I will be responsible for loss or damage to this equipment or material. I understand that I must return the equipment or materials on due date or upon request. **Items must be returned within two weeks from checkout date.**

Requestor Signature _____ Date: _____

Check Out
Date: _____ By Person: _____ Condition of Equipment or Kit: _____

Check In
Date: _____ By Person: _____ Condition of Equipment or Kit: _____